



HOUSTON
HOUSING AUTHORITY

HOUSTON HOUSING AUTHORITY POSITION DESCRIPTION

Position Title: **Senior Construction Coordinator**
Department: **Real Estate Investments and Development**
Supervisor: **Director of Real Estate Investments and Development**

Exempt Non Exempt New Position Revision (see below)

Change of title Previous Revision Date: 10-03-2011 Other (Please Specify) _____

Revised qualifications Revised duties
 Expanded qualifications Expanded duties

Effective Date: 2-19-2020

Approved: 
Vice President of Real Estate Investments and Development

Approved: 
Director of Human Resources

GENERAL SUMMARY

Responsible for inspecting the progress of new or modernization of construction projects for the Houston Housing Authority, and ensuring conformance to building codes and ordinances and approved plans, specifications, and standards. Reports to the Director of Real Estate Investments and Development.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Conducts research necessary to identify and determine acceptability of building products and construction methods (existing and new).
- Prepares Physical Needs Assessment (PNA) for repairs and/or modernization of existing developments.
- Reviews plans and specifications, and prepares cost estimates for proposed new developments and construction projects.
- Reviews plans and specifications, ensuring compliance with Section 504 handicap accessibility requirements.
- Prepares and/or assists in preparing bid documents, conducts pre-bid pre-construction conferences, bid openings, and evaluates bids and submits contract award recommendations.
- Monitors ongoing construction to ensure compliance to city codes contract documents, and prepares weekly reports on consultant's contracts.
- Reports on deficiencies and recommends appropriate actions. Coordinates with developers, architects, engineers, contractors and other agencies.
- Conducts follow-up inspections and issues reports and findings.

- Generates correspondence on assigned projects.
- Reviews all third-party reports and prepares daily reports and responses as required.
- Ensures job-site/contractor compliance with all OSHA Safety regulations.
- Conducts interviews with contractor and subcontractor employees for Davis Bacon monitoring purposes.
- Carries out contract administration of assigned projects.
- Reviews and provides recommendations of change orders and contractors' submittals.
- Maintains and monitors budgets of each assigned project.
- Reviews and provides recommendations of contractors', architects, and developers pay requests.
- Conducts on-site meetings.
- Responsible for keeping abreast of new materials and construction methods and HUD requirements.
- Maintain cordial working relationship with Houston Housing Authority residents (clients).
- Resolves conflicts with minimal supervision.
- Prepares scope of work for proposed construction projects.
- Solicits contractors to do repair work.
- Conducts periodic unannounced spot checks of all on-going construction sites to ensure contractor compliance with scope of work, materials used and work being performed in a "workman-like manner".
- Reports findings of periodic spot checks to Construction Manager and/or Capital Improvements Manager - cc Director.
- Oversees a strict build-out schedule, ensuring milestones are reached and deadlines are met.
- Updates landlords and tenants on build-out progress.
- Performs walk-through and after-care instructions with landlords and tenants after the project completion.
- Adheres to deadlines and budget restrictions.
- Teaches/guides Junior Construction Coordinator the above skills and duties.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of federal, state, and local laws, rules, and regulations pertaining to procurement, wage rates, contract administration, bid documents, and related matters.
- Knowledge of the modern principles, practices, and techniques of budgeting, accounting, and data processing.
- Knowledge of procedures and requirements for writing bid specification and requests for proposals; modern methods, materials, and practices of the various trades, including carpentry, plumbing, and electrical maintenance and repair; and all phases of construction.
- Knowledge of various building and housing codes.

- Knowledge of general office procedures and practices, business English and arithmetic.
- Proficient with Microsoft Office Suite applications (i.e. Word, Excel, Outlook, etc.).
- Skilled in reading blueprints, plans, and specifications.
- Ability to establish and maintain effective working relationships with subordinates, co-workers, and persons outside the Houston Housing Authority.
- Ability to prepare clear and concise narrative and statistical reports, and deal effectively with situations which require tact and diplomacy, yet firmness.

COMPLEXITY / SCOPE OF WORK

- The employee performs a wide variety of tasks, ranging from routine to difficult and are not closely related.
- The employee is assigned work that needs to be done and must determine how to complete, coordinate, integrate, and prioritize a variety of tasks or assignments.
- The employee must make regular decisions involving usual and unusual circumstances, conflicting data, or other non-routine occurrences.
- Routine work is instructed and problems encountered by the employee do not require extensive analysis to identify them.
- Decisions and issues facing the employee involve multiple organizational units.
- The employee's work primarily impacts the new development program of the Houston Housing Authority and its residents and non-residents. Successful accomplishment of duties by the employee will result in timely completion of those programs.

GUIDELINES

- The employee follows established policies and procedures, traditional practices and specific guidelines.
- Guidelines cover most situations, but the employee may occasionally be required to use independent judgment in making decisions. In cases not covered by guidelines, the employee may consult the supervisor for assistance.

SUPERVISORY CONTROLS

- The employee receives instructions primarily from the Director of Real Estate Investments and Development.
- Normally, the employee plans and carries out work activities with minimal supervision and resolves problems that arise with assistance.
- The employee receives specific instructions when problems are brought to the attention of the supervisor; and when the supervisor is contacted by the employee for direction.
- The employee's work is reviewed for conformity to organizational policies, regulations and attainment of objectives.
- The employee has no supervisory responsibilities.

PERSONAL CONTACTS

- Contacts are primarily with other Houston Housing Authority employees, federal, state, and local governmental officials and representatives, and community agencies.
- The employee has contact with architects, engineers, consultants, contractors, and Houston Housing Authority residents.
- The primary purpose of contacts is to obtain, give or clarify information, plan and provide assistance, and resolve problems.
- Contacts are normally cooperative; however, they may be occasionally antagonistic, unresponsive, or uncooperative contacts.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- Work is principally sedentary, but involves some physical exertion during on-site visits with residents or staff members, inspections of Houston Housing Authority developments, and construction sites, and facilities.
- Physical demands include climbing ladders, stooping, kneeling, standing for long periods and driving to and/or walking on construction sites.
- Work involves the normal risks or a discomfort associated with an office environment, and is usually in an area that is adequately cooled, heated, lighted, and ventilated.
- Work is primarily with use of computer, reading and preparing documents, and meeting deadlines.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Architecture, Construction Management, Engineering, Technology, or related field of study required.
- Five (5) years of progressively responsible experience in the construction, contracting or maintenance trades, or an equivalent combination of education and experience.
- 5+ years of experience in build-out construction preferred.
- 2+ years of experience as a construction superintendent preferred.
- Computer-aided design (CAD) experience is a plus.
- Must have critical thinking and problem-solving skills.
- Excellent inter-personal communication skills, both verbal and written required.
- Ability to work with and manage a large team of contractors, and sub-contractors seamlessly.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.